

MADISON-GRANT UNITED SCHOOL CORPORATION

Professional Development Conference Request Form

To: Superintendent of Schools

From: _____ School: _____

Date: _____ Teaching Subject or area of Responsibility: _____

I am interested in attending the following professional conference:

— Conference to be attended: _____

— Location of Conference: _____

— Date(s) Involved: _____

— Will a substitute be needed? _____ (Explain if necessary) _____

— Is there a registration fee? _____ Estimated Cost _____

— Is lodging required? _____ Estimated Cost _____

— *Is the school van available?* _____ *Date(s) School Van is reserved for:* _____

— *Mileage Estimate if van isn't available* _____ *Estimated Cost* _____ *(57.5 cents/mile)*

— Total Estimate of Conference _____

(Include or duplicate any literature explaining the conference)

Teachers: Please submit this request form to your building administrator.

Administrators: Please sign and send to the Central Office. Once the conference request is approved, a copy will be sent back to you. It is your responsibility to approve this conference in Aesop.

Note: Conference Request must be approved by the Superintendent prior to conference attendance.

This request form must be in the Central Office at least three school days prior to the conference.

Principal's Signature

Date

Teacher's Signature

Superintendent's Signature

Date

Approved

Not Approved

Account Number: _____